

## Job Description / Specification

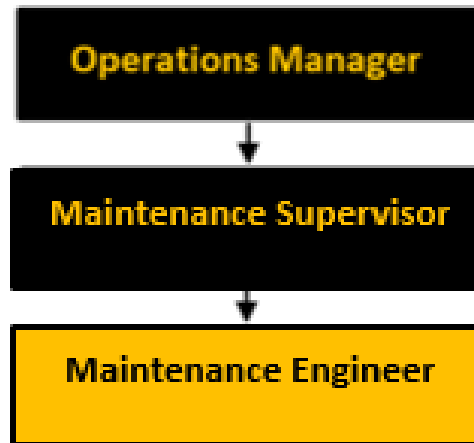
<b>Job Title:</b>	<b>Multi Skilled Electrical Maintenance Engineer</b>
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### Reporting To

<b>Job Title:</b>	<b>Maintenance Supervisor</b>
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<b>Department:</b>	<b>Maintenance</b>
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### Organisation Structure



### Purpose of the Position

The purpose of the role is provide electrical/mechanical support to all areas of the business. Working closely with the Maintenance Supervisor to resolve and fault find all issues on plant machinery, facility electricals, electrical equipment and operational projects to ensure that the business can operate effectively and safely.

## Key Responsibilities

Health & Safety, Environment	
1	To ensure all safe working practices are being adhered to throughout the site, ensuring correct PPE is being worn
2	To ensure the department is running in line with the company's environmental policy, waste being segregated and pallets etc. stored in the correct locations.
3	To be fully trained in COSHH, manage substances in your areas, ensure all procedures are in place (labelling, decanting, correct waste streams of out of date)
4	To promptly act and report on any health and safety issues which have been identified through the near miss process, eliminating any health and safety hazards
5	To write risk assessments, undertake Generic RAs for all activities taking place
6	To ensure that PUWER checks are completed daily and any issues reported and investigated
7	Ensure working area is safely cordoned off at all times where necessary i.e. working at heights
8	Adhere to all lock off procedures, ensuring all safeguards are used when using plant equipment and to ensure all tools/equipment are in a safe working condition
Quality	
1	Maintain a high standard of work quality, in a clean and tidy environment, ensuring all work areas are left clean
2	Work alongside our Quality team to identify process improvements, investigate potential MQAs and report back findings
Operational Performance	
1	Work in a timely efficient manner, prioritising workload set by Maintenance Supervisor
2	Prioritise breakdowns to repair faults ensuring the production facility can operate with minimum disruption
3	Liaise with Managers & Supervisors across the business to plan workload in the areas and react to any repair or improvements
4	To be available to work outside of contracted hours through overtime and callouts to always ensure a smooth factory operation
5	Assist and lead projects within the business working with multiple functions to drive efficient and safe working practices
6	Mentoring and training of other team members or apprentices
7	Perform daily, monthly and yearly mechanical/electrical PPM tasks on-time to the maintenance plan, to ensure equipment reliability and minimise production downtime. To ensure TPM programs are being followed, assist in writing of TPMs and the training of TPMs
8	Perform electrical maintenance on equipment ranging from production machinery and plant equipment to fixed wiring systems with installation work as required which also includes emergency lighting

<b>Housekeeping</b>		
1	To ensure area is kept clean, tidy, organised and in a presentable manner	
2	To ensure that all aisle ways and traffic areas are kept clear at all time	
3	To monitor and measure all area to ensure 6S requirements are met	
4	To undertake a daily walk round to inspect heaters, ESD requirements, external areas	
<b>General</b>		
1	To attend daily Production meetings to represent maintenance on updates or live issues	
2	To work with in collaboration with members of the management team to achieve KPI's and determine areas of improvement	
3	To identify and manage improvement projects within the business that have a positive impact on Quality and Efficiency	
4	Conduct a close working relationship with contractors, ensuring they comply with site rules and conduct safe methods of work.	
5	This list covers main duties but is not exhaustive, you may be asked to carry out other duties in any of the manufacturing areas dependent on requirements of the business	
<b>Specific Skill Requirements</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education / Technical Skills</b>	Qualifications considered: <ul style="list-style-type: none"> <li>• HNC Electrical and Electronic Engineering, equivalents or higher.</li> <li>• NVQ Level 3 and above in Electrical or Mechanical skills</li> <li>• City &amp; Guilds in Electrical skills</li> <li>• Knowledge and experience of following safe working practices.</li> <li>• Time served multi-skilled maintenance electrician</li> <li>• Experienced in a workshop</li> <li>• Problem solver and trouble-shooter</li> </ul>	<ul style="list-style-type: none"> <li>• Worked on punching and folding machines</li> <li>• Understanding of OEE</li> <li>• Electrical Test &amp; Inspection to BS7671</li> <li>• Practical experience of RAMS for working safely.</li> <li>• Practical experience of TPM implementation</li> </ul>
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>• Effective communication skills at all levels</li> <li>• Pro-active</li> <li>• Takes pride in your work</li> <li>• Adopts best practice</li> <li>• Works to high standards</li> <li>• Team player</li> </ul>	

<b>Behaviour</b>	<ul style="list-style-type: none"><li>• Demonstrates a passion for change and continuous improvement.</li><li>• Able to work unsupervised</li><li>• Leads by example</li><li>• Is flexible with ability to work additional hours as and when required</li><li>• Receptive and friendly approach to call outs, supporting production staff out of hours on the telephone or by site visit when site running 24/7 operations.</li></ul>	
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<b>Document Management</b>		
<b>Written By:</b>	<b>Kieran Owens</b>	<b>Date: June 2023</b>